Menu Item for Air Quality Administration & Infrastructure

TRIBAL AIR WORK PLAN OBJECTIVE: Develop and maintain the requisite staff, infrastructure and administrative capacity needed to accomplish effective air quality objectives and grant management activities of the proposed work plan.

<u>Background</u>: Air Quality Administration and Infrastructure needs will be based upon what resources already exist in a grant applicant's administrative structure or environmental program. Building the requisite infrastructure to support an air quality project would include ensuring that all equipment, training, office support and staff needs are in place so that compliance with applicable EPA grant terms and conditions can be met and identified program outputs produced.

<u>Funding Mechanism</u>: This objective and supporting activities may qualify for EPA financial support primarily through the authority of either the Indian General Assistance Program (IGAP) or Clean Air Act §103 grants. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan including administrative and infrastructure development. Adapting these needs to respond to the needs of a specific reservation or tribal community is encouraged, taking into consideration the existing infrastructure. EPA Regional Offices are available to provide assistance and advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Write job/position descriptions for staff that will be needed to accomplish work plan tasks and objectives.
- Identify and hire appropriate personnel, either from existing tribal staff or new hire, with background and/or potential to be able to handle activities in work plan.
- Arrange for office space and equipment sufficient to accomplish the work plan activities.
- Set up a record keeping system for grant and air related activities, including tracking of grant terms and conditions, fiscal data, equipment, timekeeping records, work plan performance, milestones, and deliverables.
- Identify training needs of staff and write a training plan; make necessary arrangements for registration and attending the appropriate classes.
- Attend training courses, workshops and conferences that will provide background and skills to accomplish the work plan.
- Make contacts with other tribes, state and local air professionals, through tribal, local, regional and national organizations and conferences that will provide sources of support and collaborative efforts that can help with air quality work on the reservation, particularly surrounding jurisdictions in the same or neighboring air sheds.
- Write quarterly reports, comparing activities and accomplishments with work plan milestones, timeline, and objectives, to ensure that work progresses at a rate that will allow completion of the deliverables within the project period. If problems are encountered that may prevent progress, promptly notify the grant project officer and discuss how the problems will be addressed.
- Communicate regularly with tribal grants and fiscal personnel involved with submitting the financial reports for the grant to ensure that all appropriate records are being maintained and reports, such as Reimbursement Requests and Financial Status Reports, are submitted appropriately and according to the terms of the grant.

Menu Item continued for

Air Quality Administration and Infrastructure

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as "deliverables") are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the information below.

An output:

- is an activity, effort, and/or associated work products related to an environmental and/or programmatic goal or objective:
- will be produced or provided over a period of time or by a specific date.
- may be *quantitative* or *qualitative*, but must be *measurable* during an assistance agreement funding period.

An outcome

- is the *result*, *effect* or *consequence* that will occur from carrying out the funded activity or program that is related to an *environmental and/or programmatic* goal or objective;
- may be environmental, behavioral, health-related or programmatic in nature;
- must be quantitative;
- may be intermediate in nature (i.e., may not be the desired end environmental result but will help lead to it); and
- may not necessarily be achievable within an assistance agreement funding period.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others.]

- Staff hired appropriate to the job description with the capabilities to complete the work plan activities by the end of the project period, given appropriate training.
- Training plan written that supports the work plan objectives.
- The training courses, identified as necessary for the staff to develop the capacity to carry out the work plan objectives, are satisfactorily completed.
- Office management and administrative procedures established and maintained that ensure that all needed records are kept, that grant terms and conditions are satisfied, such as submission of quarterly Progress Reports and annual Financial Status Reports, and agreed outputs provided to EPA.

Possible Outcomes: [This is an example of an outcome for this objective; there may be others.]

Expressed as a result of an individual Tribal grant:

 Tribe demonstrates successful grant management and air project management capabilities through the timely compliance with all (100%) grant terms and conditions and completion of work plan deliverables.

<u>Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):</u>

Increase in the number of tribes who have demonstrated successful grant management and air
project management capabilities through the timely compliance with all grant terms and
conditions and completion of work plan deliverables. [Or other indicator of the capacity
demonstrated for successful environmental grant management for achieving the goals of the
Clean Air Act in Indian country.]

FY 2006 EPA NATIONAL PERFORMANCE MEASURE(S):

The following may be a measure of how EPA expresses progress in this area during fiscal year 2006.

Number of tribes with currently employed staff that have received training on Clean Air Act grant management and/or are demonstrating compliance with terms and conditions of a current Clean Air Act grants.